

SECRET

OIA-90/78  
20 October 1978

MEMORANDUM FOR: See Distribution

SUBJECT : Requesting Imagery Analysis Assistance

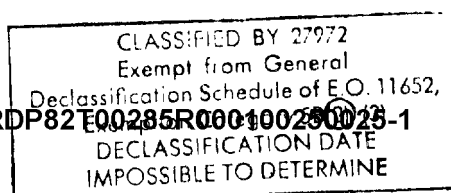
1. Your office was recently informed of a change in procedure for requesting imagery analysis assistance. In essence, you will now make your need for detailed imagery analysis known directly to the Office of Imagery Analysis, eliminating the need to channel your request for support through the NFAC Requirements and Evaluation Staff (RES/NFAC). This change should result in immediate office to office discussion of an intelligence problem and the way in which imagery analysis may best contribute to the solution of that problem. OIA views this change as a positive step toward a closer relationship between the substantive analyst in need of imagery analysis support and the OIA imagery analyst rendering that support.

2. When you, or an analyst or manager from your component, need specific imagery analysis support from OIA--or if you simply wish to explore the possibility of such support--please call or personally visit the OIA branch chief or analyst responsible for the particular substantive topic and discuss your needs. A copy of the OIA functional directory with telephone numbers is attached. If you are not certain of exactly who to call, any of the OIA division or branch chiefs can direct you to the proper individual.

3. Following your discussion of the specific analysis desired, the OIA branch chief involved will write up your request on an "OIA Research Activity" form (which includes an agreed due date) and send you a copy to make sure that you, your component analyst and his or her branch chief, plus anyone else involved agrees on the problem statement and proposed action. A phone call from yourself or the analyst involved will confirm that the OIA branch chief's draft adequately reflects the requestor's needs. This procedure is intended to relieve you, or analysts in your office, of the need to prepare a formal written request for OIA support. However, if you prefer to put your requests in writing, blank copies of the "OIA Research Activity" form (form RRM 808, copy attached) can be obtained from the OIA Production Branch

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4. While the majority of NFAC needs for imagery analysis assistance should properly be met by OIA under its charge to provide "direct imagery analysis support" to CIA, there may be situations involving imagery support which should properly be handled by the NPIC under its charge to provide "first and second phase imagery exploitation and certain specific detailed analysis support" to the intelligence community as a whole. As is now the case, requests for immediate readouts of missions or large area searches should go directly to NPIC. If you or analysis in your component have any doubt about whether OIA or NPIC should handle a particular request, please call the Production Branch, PG/OIA (secure line [redacted] or black ext. [redacted] or any OIA branch chief and they will guide your request to the proper individual or organization.

5. The intent of this procedural change is to increase the communication between our offices and to eliminate any unnecessary paper work and procedural steps. With your cooperation, I am sure, the system will quickly be accepted and become routine.

[redacted]

Acting Executive Officer  
Office of Imagery Analysis

Attachments:

- 1 - OIA Functional Directory
- 2 - OIA Research Activity Form

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Approved For Release 2002/06/14 : CIA-RDP82T00285R000100250025-1

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Approved For Release 2002/06/14 : CIA-RDP82T00285R000100250025-1

Classification:

Date:

Research Topic (Subject and Country)												Requester(s): Office/Div/Br:						OIA Analyst(s): Div/Br:											
												Coordinated with:																	
Purpose/Background:												Specific Analysis:												Project Data: OIA No. _____ DDO/S&T No. _____ Due Date. _____  Manhours: Estimated 6 mos _____ 12 mos/total _____ Actual 6 mos _____ 12 mos/total _____  Anticipated Product (s):					
Status: *																													
Milestones: *																								<div style="text-align: right;"><input type="radio"/> Begin Research <input type="radio"/> Complete Research <input type="checkbox"/> To Edit <input type="checkbox"/> Publication <input type="checkbox"/> Anticipated/Actual</div>					
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar